Unrestricted Accounting
Date: 6/15/2011

Reconciling Travel Advance with a Travel Reimbursement
FSJA-070

A DP-EZ needs to be created for a travel reimbursement when a travel advance was provided.

1. Go to Banner Form FZADPEZ.
2. Select Create New or Edit in Process DP-EZ.
3. Select New DP-EZ.
4. Enter Payee Type.
5. Enter Payment Type: Travel.
6. Enter Payee Banner ID number and tab.
7. Enter the Payment Due Date.
8. Fill in originator net ID, tab and enter department info, title and phone number.
9. Enter Supervisor’s name and title.
10. Perform a Next Block.
11. Enter Travel Information in the Travel / honorarium section.
12. Perform a Next Block.
13. In the Travel / Honorarium Details section
   a. Select Travel Advance as Payment Category.
   b. Enter the Transaction Date.
   c. Enter the Travel Advance DZ/DPI number in the Explanation.
   d. Enter the Amount of the Travel Advance.
   e. Select the Source of Travel Advance from the drop down choices.
   f. Perform a Next Block.
   g. Select Prepaid Pcard Travel if applicable (see job aid FSJA-030).
   h. Perform a Next Record.
   i. Enter any remaining travel expenditures or prepaid items.
14. Perform a next block or select the Meals Tab.
   a. Enter the Destination
   b. Enter the number of breakfasts, lunches and dinners.
   c. Enter the Per Diem rate.
   d. Perform a Next Block to total the meal cost then tab.
   e. If you have a 2\textsuperscript{nd} per diem rate
      • Perform a Previous Block
      • Perform a Next Record
      • Enter information (14. a-d)
15. Perform a next block or select the Lodging tab.
   a. Enter the Destination.
   b. Enter the number of lodging days.
   c. Enter the Actual Lodging Rate or the Meals & Lodging per diem rate.
   d. Perform a Next Block.
   e. If you have a 2\textsuperscript{nd} lodging sequence
      • Perform a Previous Block
      • Perform a Next Record
      • Enter information (15. a-d)
16. Perform a Next Block to get to the Accounting Distribution.
17. The first Accounting record reconciles the travel advance and populates automatically. **YOU CANNOT CHANGE THIS RECORD.**
18. Perform a Next Record.
   a. Enter the Index code and tab to the account code field.
   b. Enter the account code and tab to the amount field.
   c. The amount field should be the sum of the out of pocket expenses. **DO NOT ADD PRE-PAID PCARD OR SUBTRACT THE ADVANCE.**
19. Select Options and Print DPEZ to review a draft of the DPEZ.
20. Select complete.

***END***